

## **OPM BENCHMARK DESCRIPTIONS**

### **CONTRACT SPECIALIST, GS-1102-07**

#### **Duties**

The contract specialist performs developmental and/or recurring assignments in support of a local installation or in a centralized procurement activity. The specialist procures supplies or services primarily through formal advertising, or through limited use of negotiation techniques. Negotiated transactions are usually developmental assignments designed to increase the employee's skill and knowledge. Requirements involve standardized specifications and established markets. Typical examples include such technical items as special machine parts or special purpose equipment, or such services as repair, rental, educational, and maintenance of machines and equipment.

-- Reviews requisitions to determine that proper specifications or purchase descriptions are included in solicitation documents. Selects clauses to cover special conditions, such as inspection and acceptance, marking and packaging, quantity variation, price differential, or transportation costs. Contacts technical personnel to resolve questions of applicability of specifications, classifications of terms, or acceptance of substitute items.

-- Evaluates bids or proposals for compliance with specifications or purchase descriptions and applicable clauses. Considers financial responsibility of suppliers by evaluating contract performance on previous contracts. Meets with commercial representatives to discuss procurement needs, quality of items or services, current market prices, or delivery schedules.

## CONTRACT SPECIALIST, GS-1102-09

### Duties

Serves as contract specialist responsible for all aspects of the contracting transactions from initiation to recommendation of award for the: (1) central procurement of commodities or services for several activities in a geographic area, or for an agency, a department or departments; or (2) procurement of a variety of supplies, services, or construction in support of an installation or activity. Centralized requirements typically include specialized items, e.g., repair parts such as various hose assemblies and refueling hoses for aircraft and ships, components of specialized equipment, items which are manufactured to specification for a special purpose, or medical supplies and equipment.

Installation support includes a variety of materials, services, or construction, e.g., valves, electrical and electronic equipment, protective clothing, mill and lumber products, minor alteration and repair, and maintenance, custodial, protective, and technical services involving the use of the formal contracting process.

- Reviews requisitions and determines appropriate method of procurement, i.e., formal advertising or negotiation. This includes citing the authority in determinations and findings reports prepared for the contracting officer when procurement is by negotiation.

- Develops procurement plans by reviewing previous history, market conditions, and specifications or technical data packages. Determines adequacy and completeness of description, which involves research of various manuals and catalogs, or discussions with manufacturer's representatives or requisitioning sources to identify and initiate any corrective actions required.

- Compiles bidders' list from qualified bidders' applications, knowledge of suppliers, contacts with trade associations, Small Business Administration, or other sources.

## CONTRACT SPECIALIST, GS-1102-11

### **Duties**

Serves as contract specialist responsible for preaward and/or postaward functions for a variety of supply, service, and/or construction contracts for several activities within an organizational component or in a geographical area. The employee is responsible for a variety of contracts which frequently require special handling provisions or other specialized terms and conditions. Some contracts cover a period of more than one year. Typical requirements include technical equipment, supplies, construction, and services ranging from standard items which are complicated by urgent delivery requirements or security classification to complex or sophisticated requirements. Examples include equipment or services needed to support a research and development activity; ADP equipment, software and related services; conversion of installation functions from in-house to contract operations; negotiated contracts with disadvantaged business firms; contracts for surgeons and other specialized services and equipment for a hospital; construction projects related to new buildings, roads, bridges, highway sections, tunnels, airports, docks, and others which consist of standard design and specifications; negotiation of contract modifications and change orders caused by inadequate existing drawings, defective specifications, or changed site conditions; alteration and repair projects such as those requiring the demolition and removal of existing walls and windows, relocation of heating and air conditioning systems, and modification of primary lighting and communication channels; contracts for design and/or engineering services, other technical services, and technical equipment and supplies; or contracts for acquisition and installation of building equipment systems.

### **Preaward functions**

- Provides guidance to technical personnel involved in the development of the statement of work or data requirements. Formulates the contracting approach to be taken that will best satisfy the requirement.
- In formally advertised procurements, insures that the bid schedule is properly structured, prepares the solicitation, determines sources to be solicited, conducts prebid conferences, processes protests, determines the responsiveness of bids and determines the responsibility of the apparent low bidder based on an analysis of financial and technical information gained during the preaward survey, and awards or recommends award of the contract.
- In negotiated procurements, the employee plans the procurement action with technical, legal, and contract pricing personnel. Provides guidance in the development of the statement of work and data requirements, determines the type of contract best suited to the requirement, develops special clauses and terms and conditions applicable to the solicitation. Determines the sources to be solicited, prepares applicable determinations and findings, conducts preproposal conferences, receives and evaluates proposals in conjunction with price/cost analysts or other technical personnel, determines the competitive range in negotiations with

one or more offerors, prepares award documents and makes presentation to a contract board of awards or source selection authority when appropriate. Responds to inquiries, including formal protests and congressional inquiries.



### **Postaward functions**

- Monitors contractor performance in relation to the completion schedule required by the contract, insuring timely submission of technical progress reports, making periodic visits to the contractor's facility or work site, detecting and correcting labor standards violations, taking appropriate action to expedite delivery or performance when required by mission changes, monitoring the contractor's use of Government-furnished property inventories, and issuing change orders occasioned by changes in mission requirements, defective specifications, changed site conditions, or changes in Government-furnished property. Negotiates settlements for such changes, approves contract payments, assesses liquidated or actual damages for nonperformance, issues show cause or cure notices, terminates contracts for default or convenience and negotiates settlements, prepares replies to other involved agencies, appeal boards, or congressional inquiries.